

Instructions

Licensed physicians practicing in Canada seeking to re-enter postgraduate medical training can apply for the Physician Re-Entry Program funded by the Ministry of Health and Long-Term Care (the “ministry”).

The purpose of the program is to increase flexibility in the medical training system by providing opportunities for experienced physicians to re-train in a new area of interest while addressing the need for a diversity of physician services in Ontario.

All Re-Entry positions carry a two-year return of service requirement which can be completed anywhere in Ontario following successful completion of the training period.

Please note that the Re-entry application process does not guarantee a training position to the applicant, the ministry does not make any decisions related to the selection of candidates. Each Ontario medical school will determine if funding is available to support a re-entry position through to completion and will make an offer to their chosen candidate(s), if any.

The deadline to apply for the 2019/20 re-entry is **January 5, 2019**.

Program funding eligibility requirements

- Be a Canadian citizen or permanent resident of Canada;
- Hold a current certificate of registration for independent practice from a medical regulatory authority of any province or territory in Canada. (Note: If you are holding a restricted certificate of registration, you are not eligible to apply);
- Have been in active, full-time practice in Canada for a minimum of 12 consecutive months at the time of application;
- For physicians who are practicing in another province, you must be eligible for a certificate of registration for independent practice from the College of Physicians and Surgeons of Ontario. (Please visit www.cpso.on.ca for more information).

Individuals with undischarged return of service agreements outside of Ontario may not be eligible to begin Ministry-funded training positions and should contact the Ontario Ministry of Health and Long-Term Care for further information. You can contact the Program Officer via telephone (416-327-8339) or send an email to PPUProgramOfficer@Ontario.ca

Return of Service

Return of Service (ROS) commitments are part of a package of government initiatives designed to attract and retain physicians in communities across Ontario.

Return of Service Requirement

The Ministry funds your Re-Entry training position, in exchange for your commitment to "return service" on a full-time basis for two years anywhere in Ontario. You are required to return service in the specialty you train in through the Re-entry program. Failure to return service will result in a breach of agreement and you may face financial penalties associated with the breach. Please contact the ministry if you have any concerns regarding your ability to return service.

Return of Service Agreement Package

Once the Ministry receives confirmation that you have accepted a training position, we will send you a ROS package for your review and signature. The package will include:

- the ROS Agreement
- the Practice Location Agreement (PLA)

In order to start residency through the Re-Entry Program, you must return an original signed copy of the ROS Agreement to the ministry **by the date specified in your package**. More detailed information and instructions will be provided in the ROS package.

The ministry will send copies of the ROS package to you by mail and email based on the contact information you provide in your Re-Entry application form. **Please contact the ministry if any of your contact information changes during the application processing period**, or if you would like to confirm the accuracy of the contact information in our records. Please remember, it is your best interests to keep the ministry informed of any changes to your file, including application documents and contact information.

If you have any questions or concerns regarding the ROS Agreement and/or Practice Location Agreement, please contact the Program Officer at: PPUProgramOfficer@Ontario.ca; telephone number: 416-327-8339.

Documents Required for Application

Applicants who wish to apply for a Re-Entry position must submit an application to the Ministry before the deadline. A complete application must include all of the following:

1. Application to Re-enter Postgraduate Medical Training

The completed and signed "Application to Re-enter Postgraduate Medical Training" form

2. Curriculum Vitae

An up-to-date curriculum vitae that includes the following:

- all positions held since graduation;
- relevant continuing medical education courses completed (title, length, date);
- community involvement (if any);
- publications, giving authors, titles, etc (if any);
- certificates, awards, scholarships, memberships, etc, (if any) and the year in which they were obtained.

3. Personal Letter(s)

Submit a personal letter for each specialty you are applying for. The letters should:

- be addressed to the program directors;
- outline your qualifications;
- outline your relevant work experience;
- explain why you are interested in pursuing retraining in the specialty;
- include other information you believe might support your application.

You must ensure your (a) full name and (b) the specialty you are applying for is in your letter(s). You can list this information as the heading in your letter(s). The ministry will only submit your personal letter(s) to the medical programs/schools that you have identified in your application.

4. Certificate of Professional Conduct (CPC)

Submit a personal letter for each specialty you are applying for. The letters should:

- We require a "Certificate of Professional Conduct" (CPC) from the medical regulatory authority in any province or territory in Canada in which you are licensed to practice medicine.
- To download a request form for a CPC from the College of Physicians and Surgeons of Ontario please visit <http://www.cpso.on.ca>
- The CPC must arrive at our office before the application deadline.

What goes to the medical schools?

All the required documents will be forwarded to the medical schools and/or programs you have applied to.

Residency Start Date

Successful applicants in 2019/20 normally begin residency in July 2019. Candidates who want to arrange an alternative start date should contact the program director.

Application Deadline

The completed application must be received by our office no later than January 5, 2019.

Note: The "Certificate of Professional Conduct" from a provincial/territorial medical regulatory authority may be sent separately, either by mail or email (same address below), before the deadline.

Application Submission

Submission by mail:

Mail the completed application form with all the required documentation in **one envelope** to the address below:

Ministry of Health and Long-Term Care
Health Workforce Planning Branch
Health Workforce Planning and Programs Unit
56 Wellesley Street West,
12th floor
Toronto ON M5S 2S3

Submission by e-mail:

Attach the completed application form with all the required documents (in PDF format) in one e-mail and send to: PPUProgramOfficer@Ontario.ca before the deadline.

Application/Selection/Decision-making Process

Step 1: Applicants submit all required documents to the Ministry. It is the responsibility of applicants to ensure the ministry receives all documents before the deadline.

Step 2: Ministry reviews applications for their eligibility and the completeness of documents. Applicants may be contacted to clarify eligibility issues and for further information. The ministry forwards a summary list of names and specialties to the Postgraduate Medical Education Office (PGME) at each medical school.

Step 3: PGME reviews capacity and funding at their medical school for the various specialty areas. Completed applications will be forwarded to the programs which have vacancies for consideration upon request from PGME only.

Step 4: Program directors review and select applicants for training positions. They communicate decision to their PGME office and/or the ministry.

PGME office has up to end of May 2019 to inform the ministry of any offer/declines. Applicants who have not received any decision from the ministry or PGME office can assume they are not likely to get any offer.

Step 5: Ministry informs both successful and unsuccessful applicants. Successful applicants will receive a "confirmation of appointment" from the university. Please send this confirmation to Program Officer at PPUProgramOfficer@Ontario.ca or fax it to: 416-327-0167.

Step 6: Upon receipt of the confirmation of acceptance, the Ministry will forward the candidate a Return-of-Service Agreement package that includes (a) the Return-of-Service Agreement and (b) the Practice Location Agreement.

Step 7: The candidate must sign and return the Return-of-Service Agreement before the start of residency. The Practice Location Agreement is only required at the end of the training period and before the physician begins practice.

Roles and Responsibilities

Ministry of Health and Long-Term Care

- initial sorting and receipt of applications;
- check for completeness of applications;
- verify applicants' eligibility for the program;
- contact applicants for more information and clarify eligibility issues;
- forward applications to medical schools;
- manage numbers of positions offered each year; funding allocation within each stream per year;
- communicate program director's decision to applicants;
- **does not** discuss selection criteria used by program directors;
- **does not** select applications for residency training.

Postgraduate Medical Education Office (PGME) | Medical Schools

- receive applications from the Ministry;
- forward applications to any specialty program which has capacity for re-entry applicants;
- inform the Ministry about program vacancy/capacity; communicate program director's decision.

Program Directors

- receive applications from the PGME;
- review applications for training positions;
- may require additional documents directly from applicants;
- may conduct interviews with applicants;
- make decisions on acceptance of applicants;
- inform PGME and/or the ministry of decision to ensure funding available.